

## Initial Data Entry in Infinite Campus

1. If you are entering a student into a New Career Pathway, start at step 2. If you are entering a student into a pathway that they have previously been enrolled in, start at step 7.
2. Log into Infinite Campus and Click the "Search" tab

The screenshot shows the Infinite Campus web application. At the top left is the Infinite Campus logo. Below it, there are dropdown menus for 'Year' (set to 13-14) and 'School' (set to Knox Central High School). A navigation bar contains three tabs: 'Index', 'Search' (which is highlighted with a red box), and 'Help'. To the left of the main content area is a sidebar menu with various categories like 'SPECIAL ED ADMIN', 'CLITS', 'Student Information', 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', 'Programs', 'Ad Hoc Reporting', 'Transcripts', 'User Communication', 'Assessment', 'System Administration', 'FRAM', 'Messenger', 'Surveys', 'KY State Reporting', 'Account Settings', 'Access Log', 'Campus Community', and 'Log Off'. The main content area on the right has three sections: 'District Notices' with the message 'No district notices at this time.', 'School Notices' with the message 'No school notices at this time.', and 'Process Inbox' which contains a table header with columns 'Process', 'Name', 'Posted Date', and 'Due Date', and a message 'No Process Inbox items at this time.'

3. Enter a Student Name, click go, and then click on the student name when it shows up under search results

This screenshot shows the 'Search' tab in the Infinite Campus interface. The 'Search for a:' dropdown is set to 'Student'. Below it, a text input field contains the name 'abn' and is highlighted with a red box. To the right of this field is a 'Go' button, also highlighted with a red box. Below the input field is a link that says 'Advanced Search >>'. Underneath, it says 'Search Results: 7' followed by a small upward arrow icon. A large red rectangular box is drawn below the search results count, indicating where the results would appear. The rest of the interface, including the sidebar and the 'District Notices', 'School Notices', and 'Process Inbox' sections, remains the same as in the previous screenshot.

4. Find the TEDS tab and click on Add TEDS to start a new TEDS record

The screenshot shows a software interface with a top menu bar containing various tabs: District Info, Report Comments, Tier 1 Documentation, DPP, Restraint and Seclusion, Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, Assessment, Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transfer, Gifted & Talented, ERYSC, Pre-School, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, TEDS, and Records Request. The 'TEDS' tab is highlighted with a red box. On the left sidebar, there is a button labeled 'Add TEDS' which is also highlighted with a red box.

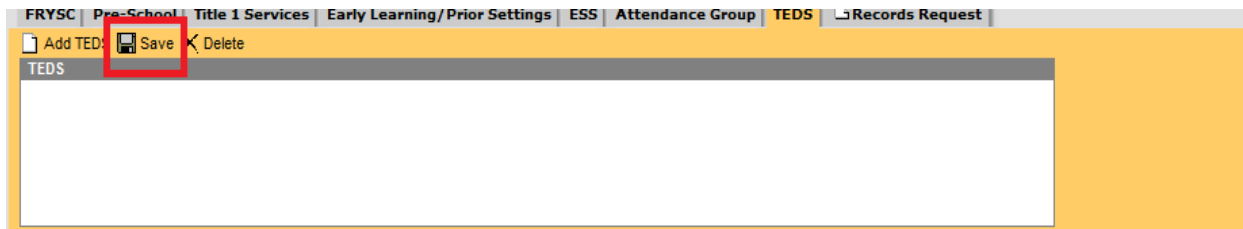
5. Enter data into each of the highlighted fields below:

- School – This is the home school for the student, it auto fills when you add a new TEDS record.
- Start Date – This is the date when the student starts in the first course in a Career Pathway and this date should not be changed after it is entered the first time.
- CIP Code – This is the 6 digit nn.nnnn that represents the Career Pathway for which you are creating a new enrollment.
- Special Populations – Enter this only if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION. This is Single Pregnant Female or Single Parent.
- Daily Attendance Hours –
  - Semesters vs. Trimesters – If your school schedule is trimesters, choose trimesters, otherwise choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.
  - Term Boxes - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format. Example: John is in two 55 minute courses in the pathway all five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2<sup>nd</sup> semester.
- Credit Hours – Total number of credits the student has earned in the Career Pathway.
- Student Objective – Every student starts as Exploring until they meet the definition for Preparatory. Preparatory means the student has completed 2 credits in a career pathway and is enrolled in the third credit of the same career pathway.

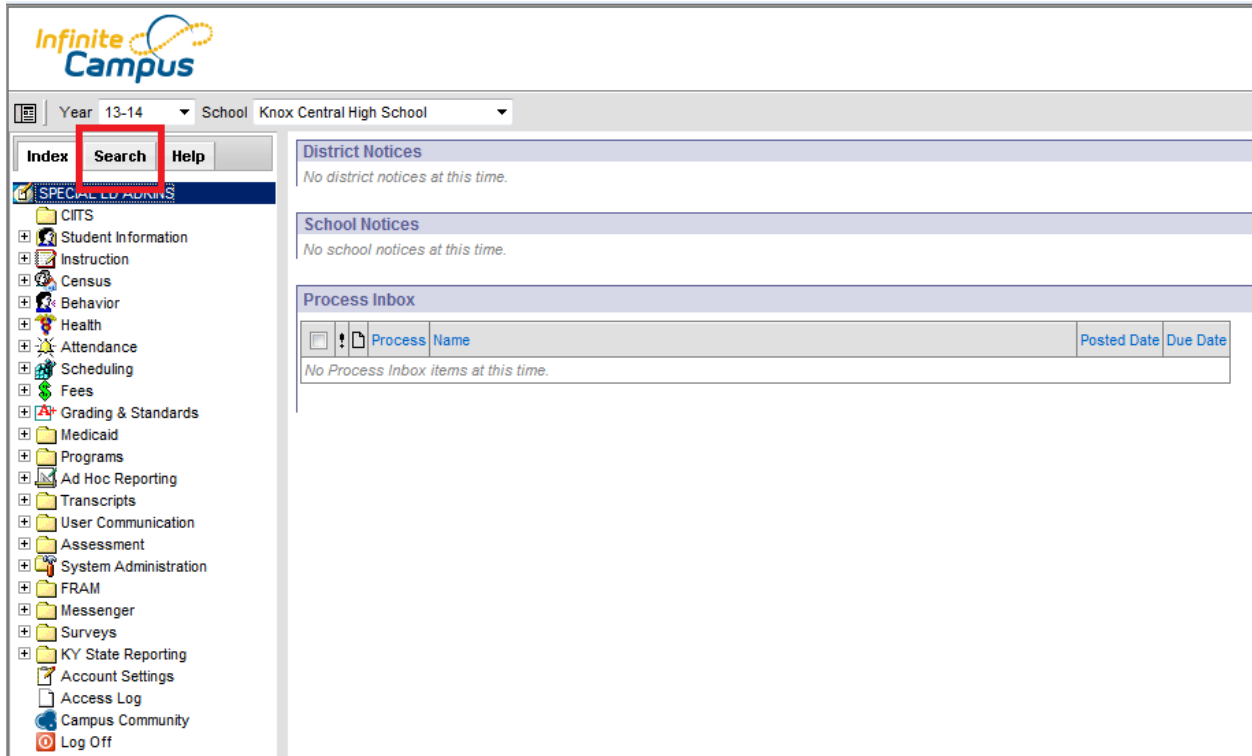
The screenshot shows the 'Add TEDS' form with the following fields highlighted by red boxes:
 

- \*School (dropdown menu)
- \*Start Date (calendar icon)
- \*CIP Code (dropdown menu)
- Special Populations (dropdown menu)
- Daily Attendance Hours section, including:
  - ☒ Semesters ☐ Trimesters
  - \*Term 1 (text box)
  - \*Term 2 (text box)
- Credit Hours (text box)
- \*Student Objective (dropdown menu)
- Termination Status (dropdown menu)
- Credential Earned (dropdown menu)
- Industry Certificate (dropdown menu)
- Federal ID (checkbox)
- ATC\_CTC (dropdown menu)

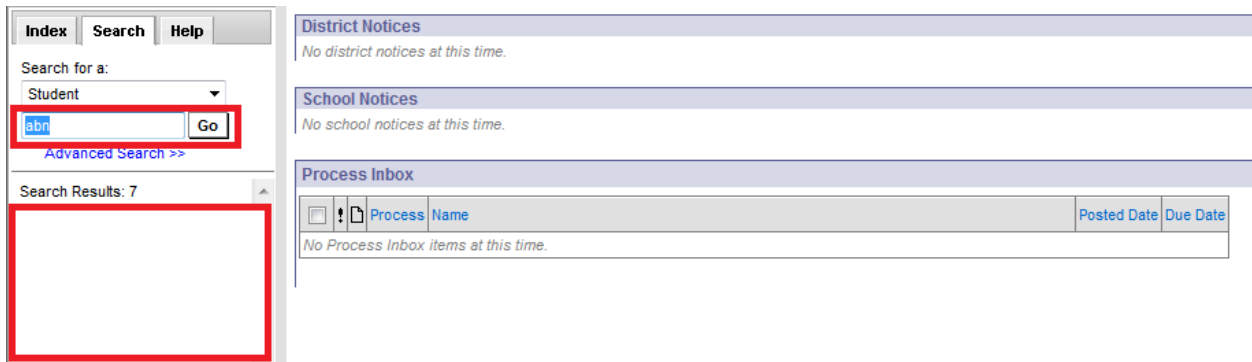
6. Click Save and the student has a new active career pathway that can be imported to TEDS.



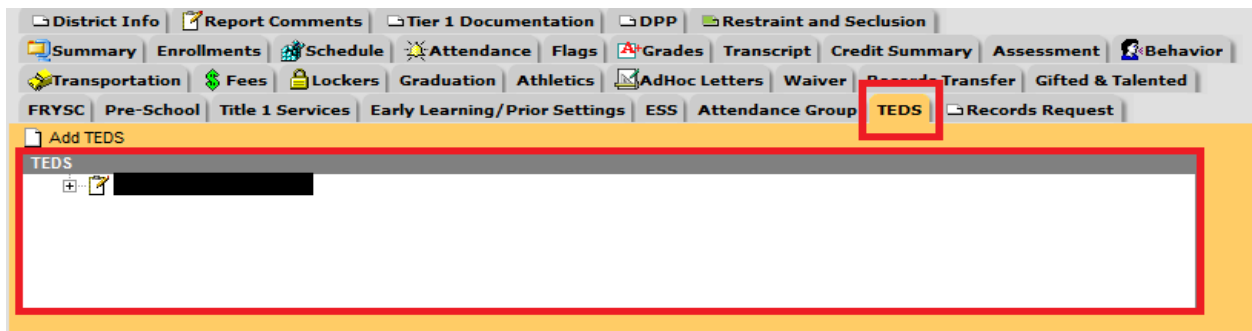
7. Log into Infinite Campus and Click the "Search" tab



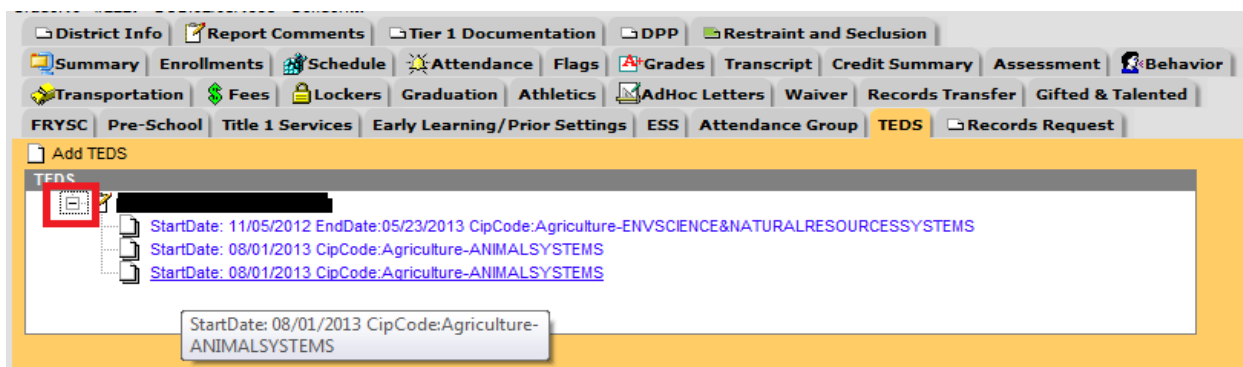
8. Enter a Student Name, click go, and then click on the student name when it shows up under search results



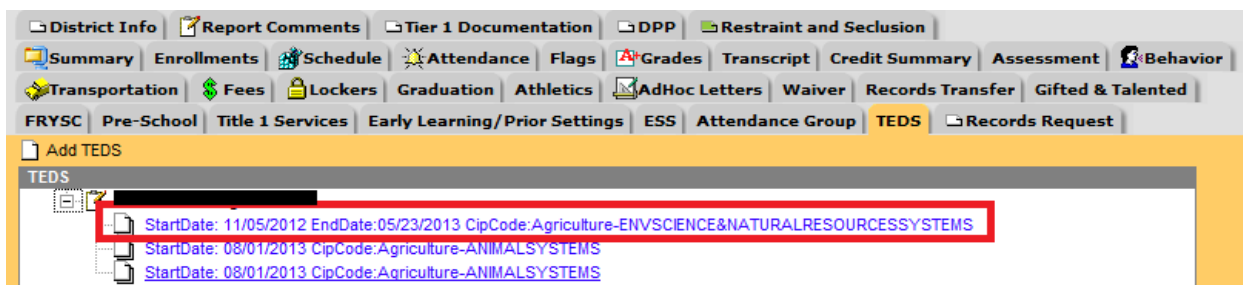
9. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway



10. Click the “+” symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year’s end date will export and import to TEDS.



11. Click on the name of the Career Pathway that the student is continuing in that needs to be updated for the current school year



12. You will need to update the following fields to make this an active record that will import to TEDS.
- Daily Attendance Hours – See Definition in Step 5 – Attendance Hours should reflect current year time.
  - Credit Hours – Should reflect total credits in the pathway for entire high school career for the student.

- c. End Date – Should be blank
- d. Termination Status – Should be blank
- e. Student Objective – If the student now meets the definition for preparatory in Step 5 above, make the change in this field.

**TEDS**

\*School: Knox Central High School(410)

\*Start Date: 11/05/2012

End Date: 05/23/2013

\*CIP Code: 03.0101: Agriculture-ENVSCIENCE&NATURALRESOURCESSYSTEMS

Special Populations:

\*Daily Attendance Hours: ☐ Semesters ☒ Trimesters

\*Term 1: 0 \*Term 2: 1.2 \*Term 3: 0

Credit Hours: 0

\*Student Objective: 1: Exploring

Termination Status: 04: Exploratory Exit

Federal ID: ☐

ATC\_CTC: Select a Value

Credential Earned: ☐

Industry Certificate: Select a Value

13. Click Save and this record will now be active for the current school year.

FRYSC | Pre-School | Title 1 Services | Early Learning/Prior Settings | ESS | Attendance Group | **TEDS** | Records Request

Add TEDS | **Save** | Delete

**TEDS**